

# OLD FORT LOCAL SCHOOL DISTRICT

## Home of the Stockaders

### OLD FORT ELEMENTARY (K-6)

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**Laura Bryant, Superintendent**

**Thomas Siloy, Treasurer**

November 29, 2020

Dear Old Fort Staff,

Today we received confirmation that another employee has tested positive for COVID-19. While we must protect the privacy of the person involved, we believe it is best to communicate transparently with you so you can make well-informed decisions regarding your health.

As a coworker of the individual involved, it is possible, but not certain, you have come into contact with him/her while performing your work responsibilities. As a result, the Seneca County General Health District will be contacting the positive case and tracing his/her close contacts of whom could possibly be you, depending on your proximity to the positive case in the past days.

COVID-19 is transmitted through person-to-person contact and through the exchange of respiratory droplets. The most common symptoms of COVID-19 include fever, cough and shortness of breath; however, some who contract the disease exhibit other symptoms or no symptoms at all. If you exhibit symptoms, please contact your medical provider immediately for advice and do not come to work. You also are asked to take your temperature daily to ensure it is not elevated before you come to work.

Please continue to follow the attached guidelines the district has established to reduce the spread of COVID-19. The Centers for Disease Control and Prevention also recommends the following best practices for people to protect themselves:

- Wash your hands often with soap and water for at least 20 seconds.
- Use alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid close contact with those who are sick.
- Cover your coughs and sneezes with a tissue or your sleeve.
- Avoid touching your eyes, mouth and nose.
- Disinfect frequently touched surfaces and objects.
- Stay at home when you are sick.
- Practice social distancing, leaving at least six feet between you and other people.
- Wear a cloth mask in public when you cannot social distance.

There is nothing more important to Old Fort Local Schools than the safety and health of our students, our staff and their families. If you have any questions or additional concerns about this matter, you are welcome to contact me. You are valued by this school district, and we are here to assist you.

Sincerely,

A handwritten signature in cursive script, reading "Laura F. Bryant". The ink is a light brown or tan color.

Mrs. Laura F. Bryant  
Superintendent

